

Guidelines for flexible fund requests

Flexible funding is: “A short term bridge to fill existing gaps in services”, not to be used continuously over time.

For services directly related to the child’s disability. The child must meet the following criteria: Have a severe emotional disturbance, DSM IV diagnosis or have a DSM IV diagnosis of MR or Autism and be age zero thru 20 with disabilities and have an individual service plan and all other sources of funding have been exhausted. (Documentation required)

- 1. Requests are to be completely filled out, legible, with a current ISP attached. We need as much information about the request as possible, so it is clear to the reader exactly how this request relates to the child’s diagnosis/disability and what other funding sources have been attempted. The goals on the ISP should reflect the identified needs. Other funding sources to consider are Adoption Subsidies, SSI income, Maine Care, General Assistance, fuel assistance programs, etc.*
- 2. Requests need to be 2 weeks prior for **Prior Approval** in other words, please don’t submit receipts or bills spent on something “without our knowledge” and expect the family to be reimbursed or the provider to be paid.*
- 3. We expect families to be active in meeting their child’s needs and strongly encourage them to contribute what they can toward the cost.(documentation required)*
- 4. If the request is for specialty equipment/service, safety equipment, etc; we expect to see **written documentation** from the child’s physician, psychologist, therapist, etc of recommendations, as well as, written proof that Maine Care has denied the request. In order to speed up the process include completed order form.*
- 5. ****It is suggested that the child and family team plan ahead for seasonal activities, so that they are not asking for several activities throughout the (fiscal) year, July 1 through June 30. Activities considered to be recreational are summer camps, Y and/or pool memberships, the arts, etc. If a recreational aide is needed, there is a \$150 dollar limit. There is also a \$200 dollar limit on fencing requests. Travel reimbursement is set at the MaineCare reimbursement rate (which is currently .23 cents a mile.)***
- 6. Requests for payment of, heat, rent, clothing must be sought out through existing resources and may only be considered if all other resources are not able to be accessed, if there is a medical need, and will be on a “one time only” basis. Additional documentation will be required; which may need to include showing what attempts have been made to set up payment plans, credit counseling and/or access of other funding sources.*
- 7. Since flexible funding is “short term” families and the team working with the child need to consider how this funding, if approved, will be sustained over time. What other resources are being sought, such as, natural supports, and what changes or adjustments is the family willing/able to do to ensure the child’s needs will be met in the future.*

Respite services and Recreational Funds are provided through The Children’s Center in Augusta and should be requested through Children’s Center (207-626-7598- 2 Alden St Augusta, ME 04330) Recreational requests should be well thought out and pertain to the child’s ISP.

**** UPDATED**